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Executive Registry
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3 March 1981

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Deputy Director for Administration

FROM: Robert A. Ingram, M.D.
Director of Medical Services

SUBJECT: Guest Speaker

1. The Office of Medical Services has contacted former Senator Wilbur Mills about speaking in the Headquarters Auditorium on 24 March 1981. He is to be the first of a series of speakers sponsored by the Agency Alcohol Program. Mr. Mills has graciously accepted and has waived his normal fee. It will be greatly appreciated if you will send him the formal invitation attached.

2. Considering Mr. Mills' stature, this office feels that it would be appropriate for a high level Agency official to introduce him in the Auditorium. If you are agreeable, we would appreciate your making the introduction. If this is not possible, will you suggest someone who might do it in your stead? I would appreciate knowing your decision at your earliest convenience. You may reach me on extension

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Signed
Robert A. Ingram, M.D.

Robert A. Ingram, M.D.

Attachment

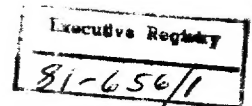
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The Honorable Wilbur Mills
Shea and Gould
1627 K Street, N.W.
Washington, D.C. 20006

Dear Mr. Mills:

The Central Intelligence Agency's Alcohol Program, now in its third year, will begin a distinguished speakers program in 1981. The program's purpose is to increase our employees' awareness of alcoholism and to publicize the assistance which is available through the Alcohol Program.

We would be honored if you would inaugurate our program by being our first guest speaker here at CIA Headquarters on 24 March 1981 from 2:00 to 3:15 P.M. If the format is acceptable to you, we would plan for a 30- to 40-minute address followed by a 20- to 30-minute question period.

I hope you will be able to accept this invitation for I know that your address would be a significant contribution to the Agency's program. Our Alcohol Program Coordinator, [redacted] will contact you.

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Sincerely,

William J. Casey

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